

NOTICE TO PROPOSERS

The Request for Proposals is an official notice from the West Lafayette Parks & Recreation Department, by and through the West Lafayette Redevelopment Commission. The West Lafayette Parks & Recreation Department is requesting proposals for the design and equipment/materials purchase of the Happy Hollow Park Playground for 2-5 and 5-12 year olds.

The West Lafayette Parks & Recreation Department is requesting from playground vendors a playground design for each 2-5 year olds, and 5-12 year olds to be constructed in Happy Hollow Park during the calendar year 2018. As a destination park for the region, it is essential that this playground design not only utilize the topography of the site, but demonstrate an exceptional play experience unlike any other playgrounds in the area. We would like for the theme of the playground be "Health & Fitness" or "Treehouses in Nature".

All proposals should be submitted to the Clerk's Office, 222 North Chauncey Avenue, Room 101, West Lafayette IN 47906 by 8:30 a.m. local time on Wednesday, August 16, 2017 to be considered. The mailing envelope subject line should indicate "Happy Hollow Playground," and an executed Non-Collusion Affirmation should be submitted with the proposal. Proposals shall be read into the record at the West Lafayette Redevelopment Commission meeting at 8:30 a.m. on August 16, 2017. Late proposals will be returned unopened. No oral, telephone, telegraphed, facsimile, email proposals or changes to proposals will be considered.

Those making proposals should include the following:

- A proposal cover sheet
- A playground design for each 2-5 year olds and 5-12 year olds using diagrams and renderings standard within the industry.
- A quotation of price for all proposed equipment & materials.
- Proposals should follow the specifications of the posted "Request for Proposals"
- An executed Non-Collusion Affirmation Form
- Evidence of insurance liability.

Proposal specifications are on file at the Clerk's Office. Copies may also be obtained on and after July 28, 2017, without deposit from the West Lafayette Parks & Recreation Department 1101 Kalberer Rd. West Lafayette Indiana, phone 765-775-5110.

Proposals will remain in effect for 45 days. The Department reserves the right to reject any or all proposals and waive irregularities of the proposals. Proposals will be taken under consideration for the issuance of a purchase order to the most responsive and responsible vendor, which provides a proposal most advantageous to the Department. Any questions should be directed to the West Lafayette Parks Superintendent, Janet Fawley at 765-775-5112 or jfawley@westlafayette.in.gov.

CITY OF WEST LAFAYETTE
REDEVELOPMENT COMMISSION

Publish: July 28, and August 4, 2017

West Lafayette Parks & Recreation Department
Happy Hollow Park Playground Project

REQUEST FOR PROPOSAL

This Request for Proposals is an official notice from the West Lafayette Parks & Recreation Department, by and through the West Lafayette Redevelopment Commission and the West Lafayette Board of Public Works & Safety. The West Lafayette Parks & Recreation Department is requesting proposals for the design and equipment/material purchase of the Happy Hollow Park Playground for 2-5 and 5-12 year olds.

Due to the unique nature of playground design and equipment, we are asking for proposals for design & equipment rather than bids. While price is important, a quality product and design are the elements which will set the standards for this playground - which design will best fit the needs of our community. The following criteria will be the basis for determining the most responsive and responsible proposal (see enclosed chart):

- # of Play Components for 5-12 Years of Age
- # of Play Components for 2-5 Years of Age
- # of Inclusive Play Components
- Certificate of Insurance
- Meets minimum equipment requirements(see list in specifications)
- Meets minimum material requirements(see list in specifications)
- Unique Design
- Use of topographic features in park
- Public votes when on display
- Price

All proposals should be submitted to the Clerk's Office, 222 North Chauncey Avenue, Room 101, West Lafayette IN 47906 by 8:30 a.m. local time on Wednesday, August 16, 2017 to be considered. The mailing envelope subject line should indicate "Happy Hollow Playground," and an executed Non-Collusion Affirmation should be submitted with the proposal. Proposals shall be read into the record at the West Lafayette Redevelopment Commission meeting at 8:30 a.m. on August 16, 2017. Late proposals will be returned unopened. No oral, telephone, telegraphed, facsimile, email proposals or changes to proposals will be considered.

Those making proposals should include the following:

- A proposal cover sheet.
- A playground design for each 2-5 year olds and 5-12 year olds using diagrams and renderings standard within the industry.
- A quotation of price for all proposed equipment.
- Proposals should follow the specifications of the posted "Request for Proposals."
- An executed Non-Collusion Affirmation Form(see enclosed blank form).
- Certificate of Liability of Insurance.

Proposal specifications are on file at the Clerk's Office. Copies may also be obtained on and after July 28, 2017 without deposit from the West Lafayette Parks & Recreation Department 1101 Kalberer Rd. West Lafayette Indiana, phone 765-775-5110.

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Happy Hollow Park Playground Project

Proposals will remain in effect for 45 days. The Department reserves the right to reject any or all proposals and waive irregularities of the proposals. Proposals will be taken under consideration for the issuance of a purchase order to the most responsive and responsible vendor, which provides a proposal most advantageous to the Department. Any questions should be directed to the West Lafayette Parks Superintendent, Janet Fawley at 765-775-5112 or jfawley@westlafayette.in.gov.

Project Description

Description of Happy Hollow Park

Happy Hollow Park is located on Happy Hollow Road in the City of West Lafayette. Happy Hollow Park is one of the city's oldest parks. This 81-acre community park includes one (1) mile of paved Trolley Line Trail, and approximately 1 mile of boardwalk-type footpath from Salisbury Street along the ravine into the center of the park. Current facilities include two (2) playgrounds, five (5) picnic shelters, a maintenance building, a caretaker home, year-round use restrooms, drinking water fountains and extensive landscaping. The playgrounds are accessible and one each is for 2-5 year olds, and 5-12 year olds.

Happy Hollow Park's programming includes walkers & runners utilizing the trails for leisure, recreation and physical fitness. It is a primary location for family picnics and reunions, and families. Happy Hollow Park is a well-loved park, and people from the entire region visit it for its remote location, so close to the population center of West Lafayette. Three open greenspaces are available for casual field games. Primary restrictions of the park include the ravines that surround the greenspace, a creek bed that drains the ravines during heavy rains, and the limited parking facilities.

Description of Project

The Happy Hollow Park Playground Project is a scheduled element of the West Lafayette Parks & Recreation Department's 5-year Master Plan for 2016-2021.

This project is being funded as follows:

- \$150,000 from the West Lafayette Redevelopment Commission
- \$250,000 through the fundraising efforts of the West Lafayette Parks & Recreation Foundation

The budget of \$400,000 includes delivery, purchase of equipment, site preparation with drainage, installation, safety surfacing, containment borders & or concrete sidewalks, access from parking lots to the play area, entrance signs, removal of any spoils, backfill and/or turf restoration.

We are requesting from playground vendors a playground design for each 2-5 year olds, and 5-12 year olds to be constructed in Happy Hollow Park. As a destination park for the region, it is essential that this playground design not only utilize the topography of the site, but demonstrate an exceptional play experience unlike any other

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playgrounds in the area. We would like for the theme of the playground be "Health & Fitness" or "Treehouses in Nature".

The playground's new location is shown in the attached aerial view of the area. It is a "blank slate" and vendors are encouraged to view the area themselves.

Timeline

The West Lafayette Parks & Recreation Department has projected the following timeline for this project: Delivery, installation, site prep with drainage as indicated, and safety surfacing as indicated. It also includes containment borders, access from both parking lots to the play area, entrance signs, removal of any spoils, backfill and/or turf restoration.

August 16, 2017: Deadline to receive proposals from playground vendors to the West Lafayette Redevelopment Commission

August/September 2017:
Choose playground design from proposals.

September 2017: Recommend equipment for bidding.

October 2017: Bidding process initiated.

November/December 2017:
Award bids / place order / encumber funds

December/January 2018:
Receive equipment shipment

February 2018: Determine installation schedule
Prepare site for installation.

March/April 2018: Playground installation complete

May 2018: Celebration held

June/July 2018: Parks Maintenance crews to complete demolition of old playground

Installation assistance

We will require a manufacturer's representative to assist with the installation of this playground.

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Scope of Project

1. Play component: Ages 5-12 years of age
 - SYSTEM DESIGN to include the following minimum required components:
 - Design area: utilize topography of area
 - Theme: "Health & Fitness" OR "Treehouses in Nature"
 - Access ramps
 - Climbing structures &/or boulders
 - Crawl tubes
 - Ground level activities appropriate to the number of elevated activities
 - Slides, especially utilizing a former "tube" run on the south side of the area.
 - Safety signage identifying general rules of play and age group appropriateness
2. Play component Ages 2-5 years of age
 - SYSTEM DESIGN to include the following minimum required components:
 - Design area: utilize topography of area
 - Theme: "Health & Fitness" OR "Treehouses in Nature"
 - Access ramps
 - Climbing structures &/or boulders
 - Crawl tubes
 - Ground level activities appropriate to the number of elevated activities
 - Slides
 - Swings, using anti-wrap swing hangers
 - Safety signage identifying general rules of play and age group appropriateness
3. Play component: Accessories
 - 10 benches for permanent installation
 - 4 trash cans for permanent installation
4. Play component: SURFACING/DRAINAGE SYSTEM: SYSTEM DESIGN
 - As possible, poured in place or rubber tile safety surface at entrance leading to access ramp(s).
 - The play area surfacing must be twelve (12") inches in depth and comply with the above mentioned component's and diagram specifications.
 - Contractor shall provide drainage system (minimum flow rate of 10gpm/ft) six (6') feet apart over the entire play area.
 - A felt geotextile fabric (minimum 3.5 ounces per square yard of 100% polyester, nonwoven felt geotextile fabric) shall overlay the drainage system.
 - An Engineered Wood Fiber (EWF) shall be disbursed at fifteen (15") inches evenly within the entire play area.
 - Rubber matting (minimum 40" x 40" x 1.5") shall be placed under each swing, slide exit, and sliding pole only if manufacturers warranty specifies it.
 - All materials must be accompanied with the following information:
 - Manufacturers Liability Insurance.
 - Tested Cushioning (Roll and Probe).
 - ADA, ASTM, and CPSC Approval.
 - Warranty Document.

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Description of material, depth, and installation and maintenance procedures.

GENERAL REQUIREMENTS

To be considered for purchase, all vendors of play equipment shall provide the following:

A. Compliance with CPSC Guidelines

A manufacturer's Certification of Compliance with the Consumer Products Safety Commission's Playground Equipment Guidelines is required.

B. Equipment IPEMA Validated

Manufacturer must be a member of the International Play Equipment Manufacturers Association in good standing and the equipment being proposed must be IPEMA validated.

C. Compliance with ADA

The manufacturer shall comply with the Department of Justice 2010 Standard for Accessible Design where applicable.

D. ASTM Compliance

The manufacturer must comply with the standards established by the American Society for Testing and Materials as defined in the Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use, F1487-98.

E. ISO 9001 Certification

It is preferred that the manufacturer's quality management system is ISO 9001 certified.

F. Certificate of Insurance

A Certificate of Insurance for both products and general liability of not less than one million dollars per Occurrence/aggregate is required. The issuing underwriter shall be Best's rated A III or better.

G. Site Visit

A representative of the manufacturer shall visit the site prior to submitting proposals to determine the suitability of proposed equipment for the site and the intended use. Site conditions, which would increase the cost of installation or compromise the safe use of the equipment should be noted and accounted for in the proposal. A CAD file that includes the topography is available to those interested.

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H. Balance of Play Experiences

Proposals shall detail how the children's needs for developmentally appropriate play experiences will be met. In particular, specific suggestions should be made for types of play in addition to active play such as social, creative, and imaginative play. Manufacturer's representative should also specify what age group the equipment is designed to serve.

I. Inventory of Benefits

An Inventory of Benefits shall detail the specific learning experiences provided by the apparatus.

J. Population Capacity

The maximum number of users for each play activity and for the overall environment shall be provided. This population estimate shall consider the developmental characteristics of children and use by both same age and mixed age groups.

K. Cushion Material and Setbacks

The minimum cushion area shall be illustrated in a plan view drawing of the play equipment. Specific details shall be provided as to the manufacturer's recommendation for type and depth of fall absorbing materials in accordance with the 200 g standard set forth by the Consumer Products Safety Commission and the ASTM Standard F08.52. A written statement from the manufacturer should be provided certifying that the shock absorbing properties of the surfacing material has been evaluated by the ASTM and meets the ASTM 1292-91 test procedures, and that the fall rating is adequate.

L. List of Sites

Proposals shall include a List of Sites within reasonable proximity in which similar equipment has been erected within the last three years and providing the name, address and phone number for a contact person.

M. Warranty

The minimum required Warranty is one year on materials and workmanship. In addition, a minimum twenty-year post, attachment hardware and clamp, fifteen-year steel deck and a ten-year plastic features Warranties are also required.

N. Structural and Materials Specifications

Complete detail and performance specifications on all connection hardware, materials, and structural components shall be provided.

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O. Installation Manual

The installation instructions shall be complete in all details and provided prior to purchase. The minimum required information shall include the site layout process, order of assembly, footing requirements, list of parts by subsection or component, and estimated construction person-hours required.

P. Use and Safety Information.

A manual listing appropriate activities for each play feature shall be provided. Specific hazards and consequent potential injury, if any, shall be identified.

Q. Post-installation Site Inspection

A manufacturer's representative shall provide an on-site inspection verifying that the equipment has been installed according to specification, including the installation of the fall absorbing material. Following inspection and approval, a Certificate of Completion shall be issued to the City of West Lafayette.

R. Maintenance Schedule

A schedule, provided by the manufacturer, shall estimate the frequency with which inspection and maintenance should be performed in relationship to time and use.

EQUIPMENT REQUIREMENTS

A. Modular

For active play structures, equipment that is modular in nature is required. Its framework shall be composed of similar elements, which can be configured in a variety of ways. Maintenance, expansion, and modification shall be easily accomplished.

B. Sizes

In order to provide for group play on attached play events and to insure adequate scale of the equipment, play structures for primary grades shall have posts not less than 47 inches on center as the minimum dimension on decks. Play structures intended for children five years old and younger may have posts 36 inches on center in minimum dimension. Any deviation in the dimensions needs to be brought to the West Lafayette Parks Department's attention prior to submittal of bid proposal. Consideration may be given to minor dimension changes.

C. Access

Play structures intended for children five years old and younger shall have at least one access route composed of standard, enclosed steps with hand rails. Manufacturer shall document accessibility for children who are physically challenged and shall indicate optional additions to

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equipment or the installation that would enhance access. Any design submitted must comply with Accessibility Guidelines for Play Facilities as set forth in the Americans with Disabilities Act of 1990 and as updated in the Final Report of the Regulatory Negotiation Committee.

D. Play Value

All play structures shall have a ratio of at least twice as many play activities as decks. At least half of the play events shall accommodate more than one child at a time. Proposals that provide for other types of play in addition to active play such as imaginative, creative, and social will receive special merit in the play value category.

MATERIALS

E. Attachment Hardware

To reduce installation costs and maintenance problems, there shall be as few types of attaching hardware as possible, i.e. one or two bolt sizes. All attaching hardware shall be stainless steel or yellow dichromate plated. All hardware shall be of a vandal resistant type. Hex-head type bolts are not acceptable. Rather, bolts and nuts, which use uncommon fastening methods such as –Torx” systems, are required. Cap screws shall be secured with a two-part epoxy-locking patch added to the threads.

F. Posts

100% recycled structural steel is required.

G. Decks

100% recycled structural steel w/ plasti-coating is required.

H. Other Plastics

All plastics shall be high-grade polyethylene, rotationally molded, low-density material with UV-stabilizer, with the color and anti-static compound molded in.

I. Chain and Cable

All chain or cable shall be covered with a durable plastic coating which is cut resistant at a minimum thickness of 1/8 inch and a hardness of Shore A with a durometer of 88. Joints shall be smooth and free of burrs. Chain shall be constructed from galvanized, welded link chain material.

J. Expanded Metal Products

All expanded metal products shall be fabricated from 3/4" x 9 gauge regular carbon steel expanded metal. The products shall be an all welded assembly with an oven cured poly-vinyl

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chloride plastisol coating with a minimum coating thickness of 1/8". The plastisol coating shall have a hardness of Shore A with a durameter of 88. The coating shall also contain ultraviolet inhibitors to help prolong the life of the coating.

K. Powder Coating Finish

All coating shall be an electrostatically applied polyester powder. All components will be free of sharp edges and excess weld spatter and shall be cleaned in a six stage bath system with an iron phosphate wash, as a rust inhibitor, and a sealer to prevent flash rusting before coating.

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Happy Hollow Park Playground

Evaluation Sheet

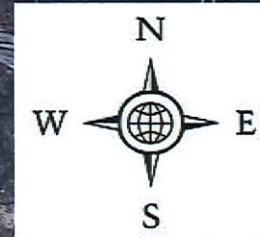
Proposal by: _____

Contact information: _____

	Criteria used to evaluate proposal	Weighted	Yes/No/Number	# Points
1	# of Play Components for 5-12 YOA	Number of components-1 point per component		
2	# of Play Components for 2-5 YOA	Number of components-1 point per component		
3	# of Inclusive Play Components	Number of components-1 point per component		
4	Certificate of Insurance	Yes - 10 points		
5	Meets minimum equipment requirements	maximum-4 points		
6	Meets minimum material requirements	maximum-7 points		
7	Unique Design	maximum-25 points		
8	Use of topographic features in park	maximum-25 points		
9	Public votes when on display	*Point number in highest votes to lowest votes among proposals-5 points per place		
10	Price	*Point number in lowest price to highest price among proposals-5 points per place		
		Total points		

*For example, 5 proposals would give highest votes 25 points, & lowest votes 5 points, OR lowest price 25 points, highest price 5 Points

Happy Hollow Park
Proposed
Playground Site
07-17



130'

150'

120'

75'

6' change in
elevation

© 2017 Google

50 ft

40°26'24.20" N 86°54'1

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Happy Hollow Park Playground Project

Proposal Cover Sheet

Vendors: Please include this form checking the boxes, and completing total dollar amounts below:

Contact Information

Name of Vendor: _____

Sales Representative's Name: _____

Address: _____

Phone: _____ E-mail: _____

We have enclosed the following in our proposal here on the 15th day of August, 2017:

- ☐ Proposal Cover Sheet.
- ☐ An itemized quotation of price for all proposed equipment & materials.
 - Total Play Equipment Quote: \$ _____
 - Total Surface Drainage Quote: \$ _____
 - Total Poured in Place Quote: \$ _____
 - Total Engineered Wood Fiber Quote: \$ _____
 - Total Accessories Quote: \$ _____
 - Total Project Quote \$ _____
- ☐ A playground design for each 2-5 year olds and 5-12 year olds using diagrams and renderings standard within the industry.
- ☐ An executed Non-Collusion Affirmation Form(see enclosed blank form).
- ☐ Certificate of Liability of Insurance.

Authorized Signature _____ Date: _____

NON-COLLUSION AFFIRMATION

STATE OF INDIANA

COUNTY OF: _____ } ss:

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared,

_____, who acknowledged the truth of the
statements in the foregoing affirmation on this _____ day of _____, 20 ____.

My Commission Expires:

(written) Notary Public

(printed)

County of Residence: _____